

Town of Woodstock, Virginia

135 North Main Street, Woodstock, VA 22664

URBAN DESIGNER & NEIGHBORHOOD PLANNER





Our Community

The Town of Woodstock, the county seat of the scenic Shenandoah County, has a population of 5,132 and boasts a historic, charming, and bustling community. It is the county center for retail, professional services, healthcare, and dining. Woodstock is the fourth oldest town in Virginia, and encompasses the historic “Main Street” feel that many localities attempt to build. Citizens and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock has a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. Many individuals still commute to Northern Virginia for employment, but Woodstock has experienced an interest in young professionals locating here, noting the small-town environment, recreational amenities in and around Woodstock, and quality and diverse housing stock. Woodstock’s quality of life components surpass those of any town its size, to include festivals, concert events, children’s activities, and great park system. The Shenandoah River flanks Woodstock, as do many vineyards, and the Shenandoah National Park. Area activities and attractions include wineries and breweries, a talented artisan trail, caverns, walking trails and scenic byways, canoeing, swimming, fishing, skiing, snowboarding, “pick your own” farms, farmer’s markets, plant and tree retail centers and nurseries, historic battlefields, corn maze, geocaching, hot air balloon rides, and much more!

Our Government

The Town of Woodstock was founded in 1752 and operates under a Council/Manager form of government. The six member Town Council are elected at-large for staggered terms of four years and the Mayor is elected at-large. The Town Council acts as the Town’s legislative and policy-making body and hires a Town Manager, who is responsible for implementing the policies and programs adopted by the Town Council. The Town has 51 full-time employees, as well as part-time and seasonal employees. The employees of the Town provide high service police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges and work well with members of our department head team.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officer’s Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, and Valley Conservation Council.

The Town has an overall operating budget of approximately \$9m, which includes the General Fund and Public Utilities (Enterprise) Fund. The Planning Commission and Town Council recently reviewed a \$9.3m seven-year comprehensive draft Capital Improvement Plan to guide future infrastructure investments in three areas—investing in neighborhood connections and amenities, excellent infrastructure, and the tools to do the job. In addition, the Town Council adopted a five-year Strategic Plan, with individual department objectives.



Our Plan for Woodstock

Woodstock's mission is to "encourage economic growth and to provide high quality and efficient services to the public, while maintaining the Town's unique character." In the past years spent in the nationwide recession, the Town is beginning to enjoy modest growth and a renewed interest in residential development. During that time, our organization has been able to conduct capital and strategic planning, and is interested in a comprehensive review of our zoning and subdivision ordinances, as well as a review of Comprehensive Plan sections (last review in 2012). The Town has continued to make good investments in infrastructure, and has paid much attention to quality of life components. We want to continue to make those improvements, eyeing projects that increase walkability, emphasize green infrastructure, and includes quality building materials and landscaping in our public spaces. Our future public facility upgrades include the renovation and reuse of a circa 1908 school to a Municipal Office and a renovated Water Treatment Plant facility. We recently completed the renovation of our main park facility, which includes an event space and stage, a new playground, new tennis courts, swimming pool improvements, and extensive landscaping.

We will be heightening our efforts to market the Town from an economic development perspective, and to continue to promote some of the great programs that have enhanced our physical environment and our citizens' sense of place.

We have continued to make investments in our talented staff, and recently completed a study to show that we are within or above the industry standard for employee pay and benefits. We are able to attract individuals who have specialized certifications and qualifications, and rival other localities in our region.

Our Ideal Candidate

The Town of Woodstock is looking forward to transcending the traditional perspective assigned to planning and zoning in small communities; efforts to consider urban spaces in a visionary way is an essential qualification of our ideal candidate. This individual will understand the value and character of Woodstock's existing built environment and have a vision on ways to improve or preserve it. In addition, this individual will have experience with integrating land uses in a complementary, predictable way (form-based code), and will work to implement sustainable, smart-growth theory on a daily basis.

The qualified individual will have the opportunity to complete creative design work to enhance the Town's built environment, will conduct site plan review, and will work with the legislative body, developers, public officials, citizens, business owners, and Town departments on a regular basis. Strong interpersonal skills, as well as the ability to conduct effective presentations is essential. The qualified individual will work closely with Town staff in order to make design projects and plans come to life.

Our ideal candidate will have a genuine interest in making the Town a better place to live, work, stay, shop, and play!



Urban Designer & Neighborhood Planner—The Position

The Urban Designer and Neighborhood Planner performs creative design work, difficult advanced technical work in administration of the planning and zoning activities for the Town, managing the application of planning, zoning, and land use regulations and laws, supervising enforcement of the zoning ordinance and related codes, and assisting in economic development. The individual is the primary lead on the physical design of the Town, addressing the larger scale of groups of buildings, of streets and public spaces, and of neighborhoods and districts with the objective of making the Town's urban environment functional, attractive, and sustainable. The Urban Designer & Neighborhood Planner plays a key role in enabling the visioning and implementation of change in the urban environment. The responsibilities include coordinating the Capital Improvement Plan and Comprehensive Plan development, managing grants, assisting in the development of the Department budget, and related work as apparent or assigned. The work is performed under the general direction of and in collaboration with the Assistant Town Manager and/or Town Manager.

Required Essential Functions:

- Performs design work and prepares graphic representations of proposed plans using computer-aided design and drafting software.
- Plans, manages, and directs planning and zoning functions for the Town; administers activities within Federal, State, and local planning regulations and laws.
- Prepares designs for Town public spaces to include parks, recreational areas, trails, and gardens and makes recommendations pertaining to appropriate material selection and construction.
- Supervises assigned employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; evaluates performance; assists in the selection of employees; recommends rewards and discipline.
- Assists in development of Department budget; conducts research for Council, Planning Commission, and other boards; coordinates compilation of data for Capital Improvement Plan.
- Conducts reviews and analyses concerning comprehensive land use law and public facility planning, zoning, subdivision and growth management.
- Reviews preliminary and final plats, site plans, special use permit applications and rezoning applications.
- Performs economic development studies; provides information to potential economic development partners.
- Ensures coordination between public utilities and future residential and commercial development.
- Researches and applies for grants; oversees, monitors, and coordinates grant programs.

Essential Functions Continued →



Urban Designer & Neighborhood Planner—The Position (Continued)

- Supervises the enforcement of codes, subdivision ordinances and resolutions, stormwater management and erosion and sediment control ordinances and regulations; interprets zoning ordinances and makes recommendations for improvements; consults with violators to resolve problems and correct deficiencies.
- Prepares Town Code amendments, with emphasis on the zoning and subdivision ordinance.
- Staffs Planning Commission; attends meetings of Town Council as needed and coordinates various planning- and zoning-related boards and committees; represents the Town in other meetings as directed.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social factors; thorough knowledge of urban design theory emphasizing creativity and sustainability; comprehensive knowledge of zoning policies, procedures and regulations as applied to plan review and land use; ability to conduct thorough site plan review and to utilize computer-aided design and drafting systems; ability to utilize geographic information systems; thorough knowledge of grant application and monitoring processes; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working relationships with associates, developers, engineers/surveyors, governmental agency representatives, elected officials, attorneys and the general public.

Education & Experience:

Bachelor's degree in Landscape Architecture, Urban Planning, Urban Design, Landscape Design, or related field and experience in planning and zoning administration, community development, landscape design, or equivalent combination of education and experience. Master's degree in Landscape Architecture, Urban Design, Landscape Design, or related field preferred.



Our Compensation Package

The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, funeral, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education.

The salary range for this position is \$52,177.02 - \$80,874.38 and offer is commensurate with experience and/or special qualifications. *Anticipated hiring range is \$52,177-\$65,000.*

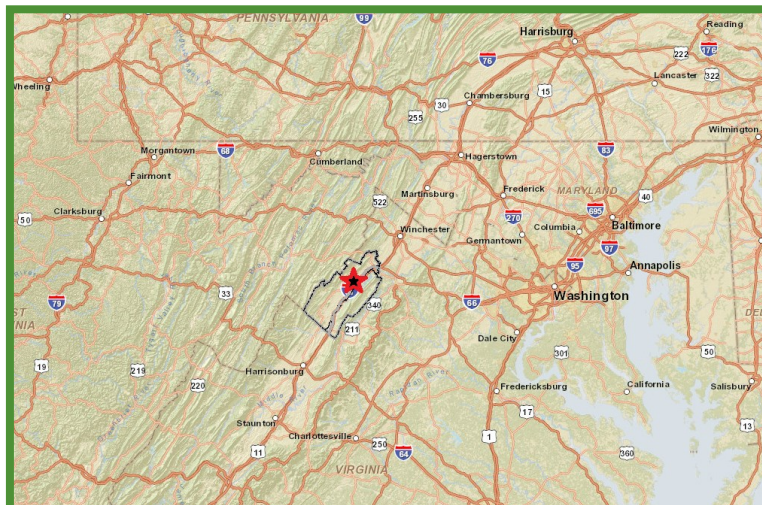
How to Apply

Qualified applicants should forward the Town of Woodstock application, resume, and cover letter to:

Angela K. Clem
 Assistant Town Manager
 135 North Main Street
 Woodstock, VA 22664
angela.clem@townofwoodstockva.gov
townofwoodstockva.gov
 540.459.3621

Application deadline is **April 30, 5:00 pm.**

We welcome design portfolio submittals upon request for an interview.



Urban Designer & Neighborhood Planner

Dept/Div: Planning and Community Development/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs creative design work and difficult advanced technical work in administration of the planning and zoning activities for the Town, managing the application of planning, zoning, and land use regulations and laws, supervising enforcement of the zoning ordinance and related codes, and assisting in economic development. Is the primary lead on the physical design of the Town, addressing the larger scale of groups of buildings, of streets and public spaces, and of neighborhoods and districts with the objective of making the Town's urban environment functional, attractive, and sustainable. Plays a key role in enabling the visioning and implementation of change in the urban environment. Responsibilities include coordinating Capital Improvement Plan and Comprehensive Plan development, managing grants, assisting in the development of the Department budget, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Town Manager and/or Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, manages, and directs planning and zoning functions for the Town; administers activities within Federal, State, and local planning regulations and laws.

Performs design work and prepares graphic representations of proposed plans using computer-aided design and drafting software.

Prepares designs for Town public spaces to include parks, recreational areas, trails, and gardens and makes recommendations pertaining to appropriate material selection and construction.

Supervises assigned employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; evaluates performance; assists in the selection of employees; recommends rewards and discipline.

Assists in development of Department budget; conducts research for Council, Planning Commission, and other boards; coordinates compilation of data for Capital Improvement Plan.

Conducts reviews and analyses concerning comprehensive land use law and public facility planning, zoning, subdivision and growth management.

Reviews preliminary and final plats, site plans, special use permit applications and rezoning applications.

Performs economic development studies; provides information to potential economic development partners.

Ensures coordination between public utilities and future residential and commercial development.

Researches and applies for grants; oversees, monitors, and coordinates grant programs.

Supervises the enforcement of codes, subdivision ordinances and resolutions, stormwater management and erosion and sediment control ordinances and regulations; interprets zoning ordinances and makes recommendations for improvements; consults with violators to resolve problems and correct deficiencies.

Prepares Town Code amendments, with emphasis on the zoning and subdivision ordinance.

Staffs Planning Commission; attends meetings of Town Council as needed and coordinates various planning- and zoning-related boards and committees; represents the Town in other meetings as directed.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social factors; thorough knowledge of urban design theory emphasizing creativity and sustainability; comprehensive knowledge of zoning policies, procedures and regulations as applied to plan review and land use; ability to conduct thorough site plan review and to utilize computer-aided design and drafting systems; ability to utilize geographic information systems; thorough knowledge of grant application and monitoring processes; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working relationships with associates, developers, engineers/surveyors, governmental agency representatives, elected officials, attorneys and the general public.

Urban Designer & Neighborhood Planner

Education and Experience

Bachelor's degree in Landscape Architecture, Urban Planning, Urban Design, Landscape Design, or related field and experience in planning and zoning administration, community development, landscape design, or equivalent combination of education and experience. Master's degree in Landscape Architecture, Urban Design, Landscape Design, or related field preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Last Revised: 4/2/2015



Urban Designer & Neighborhood Planner

The Town of Woodstock is seeking an energetic and creative individual to join the Town's management team as the Urban Designer & Neighborhood Planner. The Urban Designer and Neighborhood Planner performs creative design work, difficult advanced technical work in administration of the planning and zoning activities for the Town, managing the application of planning, zoning, and land use regulations and laws, supervising enforcement of the zoning ordinance and related codes, and assisting in economic development. The individual is the primary lead on the physical design of the Town, addressing the larger scale of groups of buildings, of streets and public spaces, and of neighborhoods and districts with the objective of making the Town's urban environment functional, attractive, and sustainable. The Urban Designer & Neighborhood Planner plays a key role in enabling the visioning and implementation of change in the urban environment.

The responsibilities include completing design work for Town public spaces, coordinating the Capital Improvement Plan and Comprehensive Plan development, managing grants, assisting in the development of the Department budget, and related work as apparent or assigned. The work is performed under the general direction of and in collaboration with the Assistant Town Manager and/or Town Manager.

Comprehensive knowledge of the principles and practices of planning as applied to natural resources, population, and other economic and social factors; thorough knowledge of urban design theory emphasizing creativity and sustainability; comprehensive knowledge of zoning policies, procedures and regulations as applied to plan review and land use; ability to conduct thorough site plan review and to utilize computer-aided design and drafting systems; ability to utilize geographic information systems; thorough knowledge of grant application and monitoring processes; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; ability to establish and maintain effective working relationships with colleagues, developers, engineers/surveyors, governmental agency representatives, elected officials, attorneys and the general public.

Bachelor's degree in Landscape Architecture, Urban Planning, Urban Design, Landscape Design, or related field and experience in planning and zoning administration, community development, landscape design, or equivalent combination of education and experience. Master's degree in Landscape Architecture, Urban Design, Landscape Design, or related field preferred.

The position is at-will, full-time, with night meeting requirements. Hiring range is \$1,000/week-\$1,250/week, annualized to \$52,177-\$65,000 and is classified as a FLSA exempt position. The successful applicant must be able to pass a pre-employment, post-offer drug screening. The position packet is available at the *Town of Woodstock Municipal Office, 135 North Main Street, Woodstock VA 22664* or www.townofwoodstockva.gov/jobs.

Completed applications are due by 5:00 p.m. on Thursday, April 30, 2015. The Town is an equal opportunity employer.



APPLICATION FOR EMPLOYMENT FOR THE TOWN OF WOODSTOCK

Town of Woodstock
135 North Main Street
Woodstock, Virginia 22664
Phone: 540.459.3621
Fax: 540.459.3085
www.townofwoodstockva.gov

**AN EQUAL OPPORTUNITY EMPLOYER
ADA REASONABLE ACCOMMODATIONS UPON REQUEST**

Instructions: Please complete the entire application. Incomplete applications WILL NOT be considered. Mail or bring your completed application to the Town of Woodstock Municipal Office at 135 North Main Street, Woodstock, Virginia 22664.

POSITION APPLYING FOR _____ DATE OF APPLICATION _____

PRINT NAME _____
(LAST) (FIRST) (MIDDLE)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE Home (____) _____ Work (____) _____

EMAIL _____ Best Time to Contact You? __:___AM/PM

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No Are you a veteran? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment)

Do you have a valid driver's license? ☐ Yes ☐ No Commercial Drivers License? ☐ Yes ☐ No

Expiration date: _____ Driver's License Number: _____

Have you previously filed an application with the Town of Woodstock? ☐ Yes ☐ No

If "YES" give position applied for and date _____

Are you currently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Date available for work ____/____/____ What is you desired salary range? _____

EDUCATION: Name and location of high school attended: _____

Did you graduate? ☐ Yes ☐ No If not, have you passed a G.E.D. test? ☐ Yes ☐ No

	School & Location	From	To	Date Graduated	Degree	Major Area of Study
College Or University						
Other Education						

SPECIAL QUALIFICATIONS AND SKILLS (please describe any specialized training and skills, professional licenses and certificates, publications, scholastic honors, foreign languages, etc.):

PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD (you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

EMPLOYMENT EXPERIENCE: Start with your present job and work back, include military and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Have you ever been dismissed or forced to resign a position? ☐ Yes ☐ No

Have you ever been convicted of any offense against the law? Please omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service. ☐ Yes ☐ No

If "YES", give date, place, charge, court, and fine or sentence. _____

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

How did you learn about the position for which you are applying? _____

ADDITIONAL INFORMATION: State any additional information that you feel may be helpful to us in considering your application. Please also feel free to include your personal resume with this application.

REFERENCES:

1. Name_____

Address_____

Phone Number (____) _____

2. Name_____

Address_____

Phone Number (____) _____

3. Name_____

Address_____

Phone Number (____) _____

Note to Applicants: Please do not answer this question unless you have been informed about the requirements of the job for which you are applying:

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? ☐ Yes ☐ No

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge, and that misrepresentation or omissions may result in the rejection of my application, permanent ineligibility for appointments, or dismissal.

Signature of Applicant

Date

Thank you for your interest in the Town of Woodstock!